



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

OFFICIAL FILE COPY

IN REPLY REFER TO:

BO P4400.5F

BLOG

13 MAY 1998

BASE ORDER P4400.5F

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR BASE LOGISTICS

Encl: (1) LOCATOR SHEET


1. Purpose. To promulgate policies and procedures for the management, control, and guidance of Base Logistics located at Marine Corps Base, Camp Lejeune.
2. Cancellation. BO P4400.5E, BO P4600.1G, and BO P4650.1B.
3. Action. All commands will ensure strict compliance with the instructions contained in this Manual.
4. Applicability. This Manual is applicable to all commands, organizations, and activities located aboard Marine Corps Base, Camp Lejeune, North Carolina, and Marine Corps Air Station, New River, North Carolina.
5. Recommendations. Recommendations concerning the contents of this Manual are invited. Such recommendations will be forwarded to the Commanding General (AC/S, Logistics (ATTN: SOPS)), Marine Corps Base, Camp Lejeune, via the appropriate chain of command.
6. Concurrence. This Manual has been coordinated with and concurred in by the Commander, U.S. Marine Corps Forces, Atlantic; the Commanding Generals, II Marine Expeditionary Force; 2d Marine Division; 2d Marine Aircraft Wing; 2d Force Service Support Group; and the Commanding Officer, Marine Corps Air Station, New River.

**RETURN TO CENTRAL FILES,
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7. Certification. Reviewed and approved this date.


B. A. GOMBAR
Chief of Staff

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ENCLOSURE (1)

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

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STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 1

INTRODUCTION

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STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 1

GENERAL INFORMATION

1000. PURPOSE. The purpose of this Manual is to provide necessary guidance regarding supply support provided by Marine Corps Base, Camp Lejeune. This chapter describes the organization and functions of the Logistics Department.

1001. ORGANIZATION. The Logistics Department is organized as depicted on figure 1-1.

1002. FUNCTIONS OF THE ASSISTANT CHIEF OF STAFF, LOGISTICS. The Assistant Chief of Staff, Logistics is the principal staff assistant to the Commanding General, Marine Corps Base, Camp Lejeune, North Carolina responsible for the management and technical control of logistics services for the Base. The AC/S, Logistics directs and coordinates supply and maintenance for the Base and tenant activities; exercises direct operational control over the Operations, Contracting, Supply, Food Service, Motor Transport, Property Control and Traffic Management Divisions of the Logistics Department, exercises administrative control of the civilian employees assigned to the Maintenance Division (Cadre), Preservation, Packaging and Packing Platoon and the Ammunition Supply Point (ASP); coordinates all internal civilian personnel requirements and recommends to the Base Military Personnel Officer, the assignment of personnel in the MOS 04, 23, 30, 31, 33 and 35 on duty at Marine Corps Base.

1003. OPERATIONS DIVISION. The Operations Division coordinates operational staff functions of the various Divisions within the Logistics Department; oversees and monitors all logistics related operations functions through review and evaluation of performance reports, audits, external inspections, correspondence and special studies of the operating divisions within the Logistics Department; coordinates accomplishment of assigned special projects/studies and investigations; reviews and acts for the Commanding General on all FSMAO reports on Base units; manages and implements the Commanding General's Ammunition and Explosives Safety Program aboard Camp Lejeune; coordinates the Commanding General's Warehouse Modernization Program aboard Camp Lejeune;

manages the Budget Branch. Budget Branch formulates the Program Objective Memorandum (POM), budgets, mid-year reviews and deficiency reviews for appropriated fund requirements for the Logistics Department.

1004. CONTRACTING DIVISION. The Contracting Division is responsible for providing timely procurement support on a competitive basis to the commands/activities of Camp Lejeune and Marine Corps Air Station, New River as well as other activities as requested. Specific information can be found in BO P4200.10, Using Unit Procedures for Obtaining Purchasing and Contracting Support.

1005. SUPPLY DIVISION. The Supply Division is a special staff section responsible for managing the Direct Support Stock Control (DSSC) Branch and the Property Control Branch. The DSSC Branch is responsible for providing intermediate-level supply support in the areas of facilities maintenance materiel, administrative and housekeeping supplies, and bulk petroleum under an automated inventory accounting system to Base organizations, MARFORLANT, and other tenant organizations. Specific information can be found in MCO P4400.151, Direct Support Stock Manual. The Property Control Branch is responsible for the acquisition, accountability, maintenance and disposition of garrison property; provides garrison property support to the supporting establishment, operating forces, and tenant units located at Camp Lejeune and Marine Corps Air Station, New River. Responsible for accounting and reporting the facilities inventory of Class 1 and 2 plant property; accounts for and provides an inventory control system for Class 3 and 4 plant property in support of the supporting establishment, operating forces, and tenant units aboard Camp Lejeune. Specific information can be found in BO P4400.17B, SOP for Base Property Control.

1006. FOOD SERVICE DIVISION. The Food Service Division is a special staff section responsible for administering the Consolidated Food Service System aboard Camp Lejeune. Responsibilities include administering MPMC (subsistence) account; developing long-range plans and budget data for food service equipment/operating supplies; advising on modernization of messing facilities; developing the command master menu;

conducting messhall inspections; advising unit commanders on messhall operations; procurement of subsistence items under the Direct Vendor Delivery (DVD) Program; providing packaged operational rations to MCB units; and coordinating messing support to all messhalls in the Consolidated Food Service System and visiting units. The Food Service Division recommends to the Base Military Personnel Officer, the assignment of personnel in OccFld 33 on duty at Marine Corps Base. Specific information can be found in BO P10110.10, SOP for Food Service.

1007. MOTOR TRANSPORT DIVISION. The Base Motor Transport Officer performs the duties of a Special Staff Officer under the cognizance of the Assistant Chief of Staff, Logistics, with respect to matters related to assigned garrison mobile equipment. Responsibilities include supervising administration, operation, utilization, and maintenance of garrison mobile equipment assigned to Marine Corps Base, less the "engineer-type" equipment under the operational control of the Base Maintenance Officer; maintaining records of all assigned equipment and submitting reports as required; determining equipment requirements by type and size, and supervising the proper distribution of equipment to using activities; monitoring repair parts requirements and ensuring prompt requisitioning of parts for maintenance vehicles; conducting technical inspections of assigned garrison mobile equipment to assure vehicles are maintained in a safe and serviceable condition; supervising the Motor Vehicle Licensing and Training Program for Marine Corps Base and Marine Corps Air Station activities; and preparing the motor transport and materiel handling equipment portion of the annual budget. The Motor Transport Officer recommends to the Base Military Personnel Officer, the assignment of personnel in OccFld 35 on duty at Marine Corps Base. Specific information can be found in Chapter 3 of this Manual.

1008. TRAFFIC MANAGEMENT DIVISION. The Traffic Management Division is responsible for administering the DOD Traffic Management Program to the Commands/Activities of Camp Lejeune and Marine Corps Air Station, New River; Providing for the movement of freight; administering the DOD Personal Property Program to the Commands/Activities of Camp Lejeune and Marine Corps Air Station, New River and other service members with-in the counties

of Onslow, Jones, Pender, Duplin, New Brunswick, Columbus, and New Hanover; providing total passenger travel service for personnel and dependents who are on official PCS/TAD orders; and managing and operating the Marine Corps Personal Effects and Baggage Center for the East Coast. The Traffic Management Officer recommends to the Base Military Personnel Officer, the assignment of personnel in OccFld 31 on duty at Marine Corps Base.

1009. MAINTENANCE DIVISION (CADRE). The Maintenance Division (Cadre) provides intermediate maintenance of Base-type FMF equipment upon deployment of 2d FSSG. The civilian employees are under the Logistics Department for administration and coordination of civilian personnel and pay matters, and under the operational control of the Commanding General, 2d FSSG.

1010. PRESERVATION/PACKAGING AND PACKING (PP&P) PLATOON. The PP&P Platoon is an activity providing preservation, packaging, packing, marking, and container construction for all organizations requesting these services within the commands and activities of Camp Lejeune and Marine Corps Air Stations, New River and Cherry Point. This platoon provides the PP&P services required to prevent supplies and equipment (repair parts, assemblies, and major end items) from becoming unserviceable due to deterioration; and also handles the preservation, packaging, and packing of all domestic and overseas shipments. The PP&P Platoon is under the operational/administrative control of the Commanding General, 2d FSSG. The civilian employees are assigned to the Logistics Department for administration and coordination of civilian personnel and pay matters.

1011. AMMUNITION SUPPLY POINT (ASP). The 2d Force Service Support Group provides the accountability of ammunition for all Marine Corps Base units per Memorandum of Agreement 4400 G-3/SSE T2503 of 25 May 1990, which was agreed upon by Commanding General, Marine Corps Base and Commanding General, 2d FSSG Service Support Group. In the event of an FSSG contingency operation, operational control of the ASP will be returned to Commanding General, Marine Corps Base, Camp Lejeune. Specific information can be found in BO P8020.1 for Ammunition and Explosive Safety.

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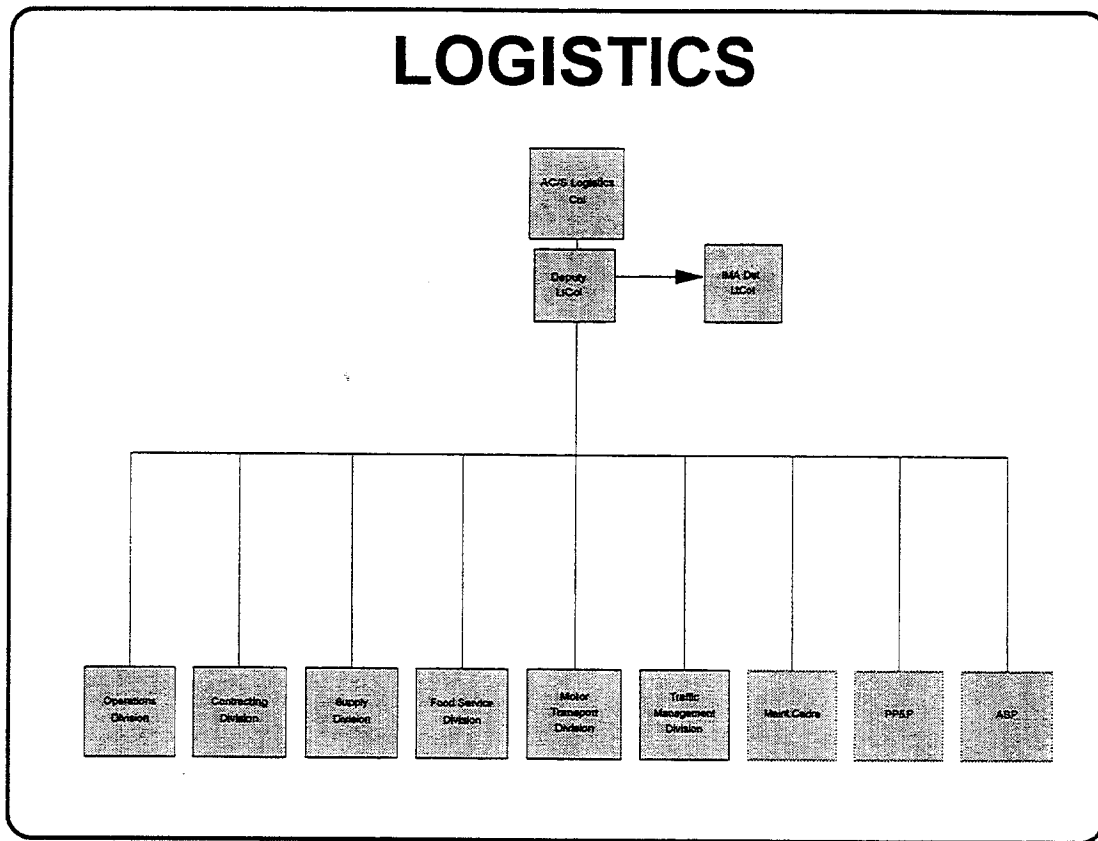


Figure 1-1.--Base Logistics Organization

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 2

OPERATIONS DIVISION

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STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 2

OPERATIONS DIVISION

2000. MISSION. The Operations Division coordinates operational staff functions of the various Divisions within the Logistics Department; oversees and monitors all logistics related operations functions through review and evaluation of performance reports, audits, external inspections, correspondence and special studies of the operating divisions within the Logistics Department; monitors ammunition expenditures to ensure that Base units do not exceed their established inventory allowances; recommends to the Base Military Personnel Officer, the assignment of personnel in the MOS 04, 23 and 30 on duty at Marine Corps Base; coordinates accomplishment of assigned special projects/studies and investigations; reviews and acts for the Commanding General on all FSMAO reports on Base units; manages and implements the Commanding General's Ammunition and Explosives Safety Program aboard Camp Lejeune; and coordinates the Commanding General's Warehouse Modernization Program aboard Camp Lejeune. The Operations Division serves as the focal point for coordinating logistics support for various operations and exercises conducted aboard Marine Corps Base Camp Lejeune.

2001. ORGANIZATION. The Operations Division is composed of the Administrative Section, Material Management Section, Budget Branch, Ammunition Explosive Safety Section, Safety Requirements Coordinator, Computer Resources Specialist and exercises administrative control for civilian employees assigned to Maintenance Division (Cadre), Preservation, Packaging and Packing Platoon, and the Ammunition Supply Point.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 2

OPERATIONS DIVISION

SECTION 1: REPORTS OF INVESTIGATION

2100. REPORTS OF INVESTIGATION FOR MARINE CORPS BASE OWNED EQUIPMENT AND SUPPLIES

1. Investigations Defined. An investigation is a procedure which affords the accountable officer the means of determining the facts relative to the loss, damage, or destruction of government property; determining the present condition of such property if available; receiving recommendations as to disposition, retention, and further accountability for such property; and/or determining responsibility and the extent of such responsibility.
2. Accountable Officer/Command Defined. The Accountable Officer for Marine Corps Base owned property is the Commanding General, Marine Corps Base. Marine Corps Base property is routinely "loaned" to Base and tenant organizations through the Base Property Control Officer and the Base Motor Transport Officer. Regardless of source, property on the accounting records of Marine Corps Base is the responsibility of the Commanding General, Marine Corps Base.
3. When Required. Investigative action is required to adjust accountable records of government property that is lost, damaged, or otherwise rendered unserviceable for its intended use, when fault or negligence is known or suspected; or when responsibility must be determined. MCO P4400.150_ and BO P5810.1_ provide amplifying instructions for the conduct of investigations.
4. When Not Required. Investigative action is not normally required when, in the opinion of the accountable commander no negligence is indicated in the loss, damage, or destruction of Government property, or that for reasons known to the commanding officer, no fault, negligence or responsibility can be determined and that an investigation under those circumstances would constitute an unnecessary administrative burden.

5. Requests for Investigation Action. A request for investigation must be submitted by the officer responsible for the missing, damaged, destroyed property to the Commanding General, Marine Corps Base (Assistant Chief of Staff, Logistics) via the chain of command. Requests for investigation will be in letter format and will contain a complete description of the property in question. Responsible officers will ensure that Responsible Individuals and/or Custodians having sub-custody of property in their care understand reporting requirements when property in their custody becomes lost, damaged, or destroyed and implement local procedures to ensure the timely and accurate reporting of such occurrences.

6. Endorsement/Recommendation by Appropriate Staff Section. Upon receipt of a request for investigation, the cognizant staff section will endorse the request to the Commanding General, Marine Corps Base (AC/S, Logistics) with a recommendation relevant to the conduct or waiver of investigation. Recommendations to waive investigative action must provide adequate justification and clearly demonstrate such waiver to be in the best interests of the government.

7. Action by the Assistant Chief of Staff, Logistics. The Assistant Chief of Staff, Logistics will review endorsed requests for investigations determining those which require convening action and those where waiver of investigation is appropriate. Where investigative action is warranted, requests for such will be endorsed to the appropriate organizational commander for action as the convening authority. Where a waiver of the investigation has been granted, the original request for investigation will be appropriately endorsed to the cognizant property office for vouching and adjustment of the property records.

8. Action of Base Property on Reports of Investigation. The approved report of investigation will be used as the accounting document to adjust the records of all property appearing thereon. Paragraph 06022 of UM 4400.15 contains additional instructions on disposition of articles appearing on approved Reports of Investigation.

9. Submission of Reports of Investigation. The Report of Investigation involving Marine Corps Base owned property will be prepared in original and four copies and delivered to the

convening authority within 10 working days of the investigating officer's appointment. Request for extensions beyond the deadline for submission will be made in writing to the convening authority. If approved, such approval with both request and extension will be attached as enclosures to the Report of Investigation.

10. Review, Approval and Final Action. Reports of Investigation involving Marine Corps Base owned property, irrespective of property value, will be reviewed and approved by the Commanding General, Marine Corps Base (AC/S, Logistics). While a review by the convening authority is desirable, it should be limited to ensuring completeness, technical accuracy, possible disciplinary action for personnel within the respective command, and concurrence/non-concurrence of the findings, opinions, and recommendations of the investigating officer. Final action relative to the disposition of property and adjustment of the accounting records is the purview of the accountable officer. Approved Reports of Investigation will be forwarded to the cognizant property officer for vouching and adjustment of property records.

2101. CHECKLIST FOR INVESTIGATING OFFICERS. This checklist is provided as a guide for investigating officers and may not cover all situations.

1. Supply/Property/Responsible Officer

a. Is the request for investigative action in the correct letter format?

b. Have the items been completely identified, i.e., amount, stock number, serial number, Plant Account number, unit cost, etc.?

c. Has the condition of the item(s) been indicated, i.e., missing, destroyed, damaged, etc.?

2. Convening Authority (MCO P4400.150)

a. If the item under investigation is technical in nature, has an officer, SNCO or civilian with this technical background been appointed?

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b. Does the appointment order set forth the 10 day completion limitation?

c. Has care been taken to ensure that no conflict of interest will result with members appointed?

3. Investigating Officer(s) Paragraph 6005, MCO P4400.150).

a. Has a complete investigation been conducted?

b. Has a report of missing, lost, stolen Government property when required by MCO 4340.1 and SECNAVINST 5500.40 been submitted; and a copy attached to the investigation?

c. Does the investigation set forth the following:

(1) Present condition.

(2) Cause of present condition.

(3) Disposition recommended.

(4) A general summary consisting of:

(a) Findings of Fact.

(b) Opinions, if findings of facts have not been definitely established.

(c) Recommendation of responsibility (Has the investigation definitely fixed or relieved persons of responsibility?) If responsibility cannot be fixed, the investigating officer will substantiate why the cause and responsibility cannot be so fixed. (Are these recommendations consistent with the facts and opinions stated?)

d. Are statements (from cognizant individuals), photos, technical data, and related evidence included as enclosures to this report?

4. Approving/Reviewing Authority (Paragraph 6011, MCO P4400.150).

a. Is this Report of Investigation to be approved locally or must it be forwarded to higher authority?

b. In review and approval of this report, have the contents of paragraphs 6011.1 and 6011.2 been considered, specifically that "convening/reviewing authorities may not disregard the findings of an investigating officer, if established by fact?"

c. When an individual is found responsible for the loss or damage of Government property by reason of the individual's fault or negligence, has the report been referred to the individual in writing for a statement as to whether the individual accepts responsibility and agrees to voluntarily reimburse the Government? In this connection, paragraphs 6007 and 6011 of MCO P4400.150_ must be complied with prior to accepting a member's statement accepting responsibility.

5. Property Control Officer

a. Has disposal/accounting action been taken as recommended and approved?

b. Has the report been referenced on all other accounting documents involved and/or copies attached?

c. Do all accounting documents concerning property indicate the document number of the report?

d. Has the certification been placed at the end of the report and signed by the Property Control/Plant Account Officer; i.e., "I certify that the action as recommended and approved on this Report of Investigation has been completed."

S/PCO-PAO
Document #4123-0989

6. Miscellaneous

a. Reimbursement may be accomplished either by checkage or cash sales.

b. All parties must comply with any local requirements not in conflict with above references, especially in the disposal of unserviceable property.

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2102. REIMBURSEMENT FOR MISSING/LOST/STOLEN GARRISON PROPERTY.
Organizations incurring losses of Base/Garrison/TAVSC property are required to reimburse the Commanding General, Marine Corps Base (Attn: AC/S, Comptroller), PSC 20004, Camp Lejeune, NC 28542-0004, for property purchase/accounted for by the command. A copy of the final determination of the investigation should be attached to the funding document provided. All requests to drop line items without reimbursement will be considered on a case-by-case basis by the MCB department having responsibility for replacing the property (AC/S, Logistics or AC/S, Training, Education and Operations). Transfer of appropriation to MCB will be made on a NAVCOMPT Form 2272 or DD Form 448."

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 2

OPERATIONS DIVISION

SECTION 2: MISSING, LOST, STOLEN, RECOVERED (M-L-S-R) GOVERNMENT PROPERTY

2200. GENERAL INFORMATION

1. The loss of Government property due to inadequate accountability measures, negligence, and theft, results in significant monetary loss and directly impacts on unit readiness.
2. Unit commanders and the Provost Marshal must receive pertinent information concerning losses of government property promptly to identify those physical security deficiencies and operating practices which contribute to such losses and to initiate corrective action.
3. Missing, Lost, Stolen, Recovered (M-L-S-R) Government Property reporting is designed to assist the Provost Marshal in determining the adequacy of command loss prevention, physical security programs, and to enable the consolidation of Marine Corps wide statistics on all formal account adjustments to be accumulated by the Commandant of the Marine Corps (CMC/LPP-2).
4. Base units are required to submit M-L-S-R reports, via message, only for gains and losses of arms, ammunition and explosives (AA&E), sensitive items, and significant property loss incidents (where the single incident, single line item/TAMCN loss exceeds \$10,000). See paragraph 2202 for more detailed information on unit M-L-S-R reporting requirements.
5. M-L-S-R reports do not waive the requirements for loss/gain reports prescribed by other Marine Corps directives, nor for causative research and voucher requirements required by MCO P4400.150_.
6. References. The primary references pertaining to M-L-S-R reports are:
 - a. SECNAVNIST 5500.4.
 - b. MCO 4340.1_.

2201. MLSR Reportable Items

1. The following types of government property are reportable under the MLSR reporting program:

 a. All AA&E and similar incendiary or destructive devices regardless of value. Quantities which require an MLSR message report are set forth in MCO 4340.1_.

 b. All Marine Corps Automated Readiness Evaluation System (MARES) reportable equipment as published in a Marine Corps Bulletin in the 3000 series, regardless of dollar value.

 c. Precious metals valued over \$100 and presentation or commemorative silver. Enclosure (1) to MCO 4340.1_ contains a listing of reportable precious metals.

 d. Losses of controlled substances (e.g., narcotics, barbiturates, amphetamines, etc.) are not included under the MLSR program and shall be reported as prescribed in chapter 21 of NAVMED p.117. For losses aboard Marine Corps installations, also submit a copy of Drug Enforcement Administration (DEA) Form 106 to the Provost Marshal.

 e. Classified printed material losses are not included under the MLSR program and will be reported as prescribed in OPNAVINST 5510. Cryptographic items accountable within the COMSEC Material System are not included in the MLSR program except Controlled Cryptographic Items (CCI). Incidents involving MLSR CCI material should be reported within 48 hours.

 f. Report MLSR for Navy funded Marine Corps aviation items that meet the reporting criteria for Navy reportable items as prescribed in enclosure (3) of SECNAVINST 5500.4_.

2202. M-L-S-R REPORTING REQUIREMENTS FOR USING UNITS

1. Message Reporting to the CMC

 a. Commanders Action. Commanders at all echelons will ensure cognizant personnel are familiar with M-L-S-R reporting requirements and ensure same day submission of initial draft reports to the Commanding General, Marine Corps Base, Camp Lejeune (AC/S, Logistics). MCO 4340.1 requires complete

justification for reports delayed more than 72 hours after discovery. MLSR format is described in MCO 4340.1_.

b. AC/S Logistics Action. The Assistant Chief of Staff, Logistics will review draft reports to ensure data provided is complete, accurate, and timely in addition to meeting the criteria contained in MCO 4340.1. The incident will be assigned a report number by the Assistant Chief of Staff, Logistics and a message released for distribution to all concerned. Reports lacking essential data will be returned to the originating command for correction. Reports submitted more than 72 hours after discovery of a reportable incident must be forwarded under cover letter justifying late submission.

c. M-L-S-R message report for AA&E, sensitive items and significant property losses are to be submitted by the command discovering the gain or loss of the property item(s).

d. The reporting command must immediately report losses to the appropriate accountable command. Message reports are required for losses/gains of AA&E, sensitive items and significant property losses. Transmission is authorized under MINIMIZE for initial reports.

e. An INITIAL message report will be submitted as soon as a reportable loss or gain is established, but normally not later than 72 hours after the occurrence or discovery. Delayed reports will include the reason for the delay (e.g., "loss discovered during deployment; geographic separation of the responsible officer from the commanding officer prevented prompt submission of the report").

f. A FINAL message report will not be submitted until completion of all appropriate financial, administrative, investigative, survey and disciplinary action. However, if the FINAL report is not completed within 60 days from the INITIAL report, a letter providing reasons which prevent the final action from being completed should be sent to the Commanding General, Marine Corps Base, Camp Lejeune (AC/S, Logistics). An INITIAL/FINAL report may be submitted provided that all necessary action has been taken. A SUPPLEMENTAL message report may be submitted to provide any additional pertinent information whenever a FINAL report has previously been submitted.

g. FINAL and SUPPLEMENTAL message reports should reference only the INITIAL and other associated message reports submitted on the same incident by report number, date time group (DTG), or correspondence identification.

h. The reporting of M-L-S-R incidents via message is independent of normal supply procedures, command investigations, request to law enforcement agencies for investigative assistance.

2. Notification of Law Enforcement Activities. All commands having an installation provost marshal, upon discovery of an M-L-S-R incident requiring message reporting, will immediately make telephonic notification to the provost marshal of such incidents. The provost marshal will make further referral to the Naval Criminal Investigative Service, when appropriate.

2203. FORMAT FOR UNIT M-L-S-R MESSAGES

1. Marine Corps Base commands will submit M-L-S-R messages for AA&E and Sensitive Material per SECNAVINST 5500.4 and M-L-S-R messages for all other property per MCO 4340.1. M-L-S-R message sample formats are provided in figures 2-2-1 through 2-2-3. MCO 4340.1 should be reviewed for detailed guidance concerning information required for each block entry on the message.

2. References. Only prior M-L-S-R government property reports on the same incident will be referenced. References should be indicated by the Date-Time-Group (DTG) of the prior report(s) and by the "Incident Report Number" assigned by the Assistant Chief of Staff, Logistics.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

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ADMIN

CG MCB CAMP LEJEUNE NC//BLOG//
CMC WASHINGTON DC//POS-10/LPP-2//
INFO COMMARFORLANT//G-4//
CG II MEF//G-4//
NAVCRRMINSERVO CAMP LEJEUNE//

UNCLAS// N05500//
MSGID/GENADMIN/CG MCB CAMLEJ/BLOG//
SUBJ/MLSR PROPERTY REPORT (RCS MC #4340-1)//
POC: A. BAXTER/GYSGT/BLOG/TEL:COML 910-451-2535/DSN 751-2535
REF/A/ (USED ON FINAL AND SUPPLEMENTAL RPTS.. REF INITIAL
RPT DTG AND RPT #)//
AMPN/REF //
RMKS/MLSRP/MLSRP/USMC
AC: M93177
CUS: M93177
RPT: 1992/1 - INITIAL
AAA: A-92-01-30
EEE: /1/(A) PROPERTY (B) LOST (C) TELEPHONE (D) MOTOROLA
JA-954/TT
(E) A06263 (F) 5805-01-149-0608 (G) E \$14,000.00 (H) 20
(I) LZ FALCON CLNC.
FFF: (A) NO (B) NONE (C) NONE
GGG: (A) PMO (B) 920131 (C) 3602 (D) INITIATED.
HHH: (A) ITEMS PICKED UP FROM LZ FALCON FOR TRANSPORT VIA
SLING LOAD TO MCAS NEW RIVER.
(B) 911223 (C) NONE (D) CONTINUING (E) NONE (F) N/A (G)
INCREASED SUPERVISORY PERSONNEL AND TRAINING DURING HST
OPERATIONS. (4) MSGT JONES, DSN 751-2535.

'BT

Figure 2-1.--Sample "Initial" MLSR Property Format

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

UNCLASSIFIED

01 01

RR

UUUU

2741600

ADMIN

CG MCB CAMP LEJEUNE NC//BLOG//

CMC WASHINGTON DC//POS-10/LPP-2//

INFO COMMARFORLANT//G-4//

CG II MEF//G-4//

NAVWPNSUPPCEN CRANE IN//2053// (USED ON ARMS REPORT ONLY)

NAVCRIMINVSERVO CAMP LEJEUNE//

UNCLAS// N05500//

MSGID/GENADMIN/CG MCB CAMLEJ/BLOG//

SUBJ/MLSR PROPERTY REPORT (RCS MC #4340-1)//

POC/A. BAXTER/GYSGT/BLOG/TEL:COML 910-451-2535/DSN 751-2535

REF/A/RMG/ CG MCB CAMLEJ/023624Z DEC 90//

RMKS/MLSRP/MLSRP/USMC

AC: M93177

CUS: M93177

RPT: 1990/2 - FINAL

AAA: NORTH CAROLINA

BBB: A-90-11-30

CCC: (A) ARMS (B) STOLEN (C) RIFLE (D) COLT (E) 100021
(F) 1005-01-128-9936 (G) RIFLE, M16A1, 5.56MM (H)
A-\$400.00 (I) 4 (J) ARMORY BLDG 36, CLNC.

DDD: (A) NO

EEE: (A) NIS (B) 901130 (C) INVESTIGATION INITIATED,
CASE NO. 543A2B1

FFF: ITEM STOLEN DURING ASSAULT ON ARMORY SENTRY, SENTRY RECD
CONCUSSION BROKENJAW 901130

GGG: GYSGT BAXTER, DSN 751-2535/2536

'BT

Figure 2-2.--Sample "FINAL" MLSR Property Format

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

UNCLASSIFIED

01 01

RR

UUUU

2741600

ADMIN

CG MCB CAMP LEJEUNE NC//BLOG//

CMC WASHINGTON DC//POS-10/LPP-2//

INFO COMMARFORLANT//G-4//

CG II MEF//G-4//

NAVWPNSUPPCEN CRANE IN//2053// (USED ON ARMS REPORT ONLY)

NAVCRIMINVSERVO CAMP LEJEUNE//

UNCLAS// N05500//

MSGID/GENADMIN/CG MCB CAMLEJ/BLOG//

SUBJ/MLSR ARMS REPORT (RCS MC #4340-1)//

POC/A. BAXTER/GYSGT/BLOG/TEL: COML 910-451-2535/DSN 751-2535

REF/A/RMG/ CG MCB CAMLEJ/023624Z DEC 90//

RMKS/MLSRP/MLSRP/USMC

AC: M93177

CUS: M93177

RPT: 1990/2 - SUPPLEMENTAL

AAA: NORTH CAROLINA

BBB: A-90-11-30

CCC: (A) ARMS (B) RECOVERED (C) RIFLE (D) COLT (E) 100021
(F) 1005-01-128-9936 (G) RIFLE, M16A1, 5.56MM (H)
A-\$400.00 (I) 4 (J) ARMORY BLDG 36, CLNC.

FFF: (A) RECOVERED AND RETURNED BY FBI ON 910402. SUSPECTS
ARRESTED AND ARRAIGNED IN FEDERAL COURT.

GGG: GYSGT BAXTER, DSN 751-2535/2536

'BT

Figure 2-3.--Sample "SUPPLEMENTAL" MLSR Property Format

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 2

OPERATIONS DIVISION

SECTION 3: ACCOUNTABILITY OF MATERIAL USED TO SUPPORT FORMAL PROGRAMS OF INSTRUCTION (POI's)

2300. PURPOSE. To establish policy concerning the management of material (consumable and nonconsumable) utilized to support Marine Corps Schools, Camp Lejeune POI's.

2301. BACKGROUND. Analysis conducted by the Field Supply and Maintenance Analysis Office and the Commanding General, Marine Corps Base, Camp Lejeune (AC/S, Logistics) has revealed problems associated with the management and the accounting of material used to support formal schools POI's. Unlike FMF commands, Marine Corps Schools, Camp Lejeune has a requirement to requisition and stock material to support formal POI's. The management and the accounting problems associated with this requirement can be attributed to the lack of standardized policy for repair parts/material utilized by the formal schools POI's. The policies/procedures contained in this Manual do not deviate from acceptable supply/maintenance management policies outlined in MCO P4400.150_ and MCO P4790.2_, but provide a standardized formal POI material accountability policy for formal schools located aboard Marine Corps Base, Camp Lejeune.

2302. ACTION

1. Commanders of formal schools shall ensure that the procedures below are utilized for managing POI material used in support of formal training. Internal review procedures shall be implemented to ensure compliance.

a. Requirement Determination. Based on class curriculum, maximum class size and frequency per fiscal year, develop a list of nonconsumables (SL-3 kits) and consumables (training packages) required to support each class.

(1) Nonconsumables

(a) Where practical, develop local SL-3 kits.

(b) Locally produced SL-3 extracts identifying components to the kits are to be maintained on each kit. Changes to the SL-3 kit are to be authorized by the commanding officers (CO's) of the formal schools and extracts updated to reflect such changes. Each SL-3 kit requirement is to be validated on an annual basis and extracts signed by the CO's of the formal schools to indicate such.

(2) Consumables

(a) Develop training packages to support each class.

(b) At any given time there could possibly be three training packages in existence to support a given POI. The three packages are:

1 One ready for issue.

2 One in the development stage.

3 One containing excesses from the previous class package.

(3) Bulk Items. The CO's of the formal schools will establish "not to exceed" stock levels for bulk items (e.g., lumber, sheet metal, wire, etc.) used to support formal POI's. Letters of authorization for bulk items will be updated annually or as changes occur.

b. Accountability Procedures

(1) Accountability

(a) SL-3 Kits

1 SL-3 Kits are to be assigned local Table of Authorized Material Control Numbers (TAMCN's) per current directives.

2 An allowance shall be established on the CO's non-FMF Allowance List.

3 SL-3 Kits will be inventoried, as a minimum, on a semiannual basis in accordance with current directives.

4 Excess components resulting in changing requirements are to be rolled back to the supply section for redistribution/disposition action. Refer to figure 2-4.

(b) Training Packages

1 Assets not required due to changing requirements should be rolled back for redistribution/disposition action to the supply section. Refer to figure 2-4.

2 Training packages are to be maintained at the supply section when not issued for classroom use.

3 Excess components resulting in changing requirements are to be rolled back to the supply section for redistribution/disposition action. Refer to figure 2-4.

(c) Bulk Items. Items such as lumber, sheet metal, wire, etc., will be maintained on NAVMC 708 cards or an automated accounting system that contains sufficient data/information to track usage/accountability.

(d) Semiannually, the formal school's supply officer will conduct an analysis on company level supply sections to ensure supply procedures identified in this Order are in effect.

(2) Requisitioning

(a) Material will be requisitioned in accordance with UM 4400-124.

(b) Material received will be segregated by class numbers.

(3) Issue for Use. The instructor will:

(a) Inventory the POI package one week prior to the class convening.

(b) Draw only the quantities required to support the actual class size. Signature of the individual receiving the material will be affixed to the issue form figure 2-5 identifying items/quantities received. This will serve as an issue document for supply personnel. The original of this form will be retained in the supply section files for two years.

(c) Attach a copy of the form to each class outline after the POI and retain for a minimum of one year.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CONSUMABLE TRAINING PACKAGE ROLLBACK EXAMPLE

UNITED STATES MARINE CORPS
Marine Corps Base
PSC Box _____
Camp Lejeune, North Carolina 28542-_____

4400
SUPPLY

MEMORANDUM

From: (SECTION/INSTRUCTOR NAME)
To: Supply Support Section

Subj: ROLLBACK OF CONSUMABLE TRAINING PACKAGE ITEMS FOR CLASS

1. Request the item(s) listed be processed for rollback:

NSN/PN

NOMENCLATURE

QTY

2. Point of contact for this section is _____, extension
_____.

SUPPLY SECTION SIGNATURE

**** SAMPLE LISTING ****

The rollback listing can be hand written by the instructor prior to returning the item(s) to supply. The instructor returning the rollback gear and the supply section will conduct a joint inventory of the item(s).

Figure 2-4.--Letter of Rollback of consumable Training Package
Items for Class

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CONSUMABLE TRAINING PACKAGE ISSUE EXAMPLE

UNITED STATES MARINE CORPS
Marine Corps Base
PSC Box _____
Camp Lejeune, North Carolina 28542-_____

4400
SUPPLY

MEMORANDUM

From: Instructor
To: Supply Officer

Subj: RECEIPT OF MATERIAL FOR CLASS

1. Following items issued to support the subject period of instruction:

<u>NSN</u>	<u>NOMENCLATURE</u>	<u>U/I</u>	<u>AUTHORIZED</u>	<u>PRICE</u>	<u>SOS</u>
------------	---------------------	------------	-------------------	--------------	------------

2. I certify that all items listed above are on hand and correct for this POI Material Issue.

SIGNATURE/DATE

Figure 2-5.--Receipt of Material for Class

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 2

OPERATIONS DIVISION

SECTION 4: MISCELLANEOUS SUPPLY PROCEDURES

2400. GENERAL INFORMATION. This chapter contains policy for supply procedures not addressed elsewhere in this Manual.

2401. AUTHORITY FOR AC/S, LOGISTICS TO ACT AS COMMANDING OFFICER IN CERTAIN SUPPLY RELATED SITUATIONS. By organizational structure, the Commanding General is responsible for the tasks/duties normally inherent to the billet of commanding officer. In these cases, MCO P4400.150_, Chapter 1, paragraph 1003.3 and Chapter 2, paragraph 2010.4, authorizes the Base Logistics/supply officer to be tasked with functions normally accomplished by the commanding officer, such as:

1. Vouchering.
2. Priority approval.
3. Review request for investigations.
4. Appointment and revocation letters.
5. Other supply related correspondence and specifically authorizations for Pre-expended Bins (PEB), sets, kits and chests for Programs of Instruction for formal schools, insurance items and the commanding officer's allowance list.
6. Upon change of Commanding General, the logistics/supply officer will provide the new Commanding General with a new supply status letter which will give a general overview of the Garrison Property (PSE) and Garrison Mobile Equipment (GME) accounts.

2402. ANNUAL FORCE ACTIVITY DESIGNATOR (F/AD) REVIEW. Marine Corps Base and Marine Corps Schools commands will submit the Annual Force Activity Designator (F/AD) Review in accordance with MCO 4400.16G. Reports will be forwarded to the Commanding General, (AC/S, Logistics) for review and submission to

2403 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

Headquarters, U.S. Marine Corps. Any special authorizations to upgrade a unit's F/AD must contain justification and any supporting documentation available.

2403. ANNUAL MONEY VALUE REPORT OF THE INVENTORY. Marine Corps Base and Marine Corps Schools commands will submit the money value report in accordance with the UM 4400.124/UM 4400.15/MCO P4400.82F. Reports will be submitted to the Commanding General, (AC/S, Logistics) for consolidation and submission to the Commander, U. S. Marine Corps Forces, Atlantic. The Money Value Report will originate and be based on a computer generated listing (Dollar Value of Physical Inventory) which will be provided by the Intermediate Supply Support Activity (ISSA).

2404. TEMPORARY LOANS. Loaning of property belonging to Marine Corps Base and Marine Corps Schools to units outside the Base and Schools' chain of command will be approved by the Commanding General (AC/S, Logistics). Also, temporary loans of equipment which are needed from outside commands to support Marine Corps Base or Schools will be forwarded to the Commanding General (AC/S, Logistics) for an endorsement. Loans of government property to civilian organizations are not permitted except as prescribed in MCO P4400.162 and MCO P4400.150D.

1. Time Frames. Requests for temporary loans from base and school commands should be submitted 10 working days before the date requested. If the 10 working day deadline cannot be met, notify Commanding General (AC/S, Logistics) by telephone followed by a faxed copy of the request.

2. Operator Support. Request for temporary loans that require operator support must be identified by the requesting unit to also include as follows:

- a. Number of operators required.
- b. Time and date(s) operator will be needed.
- c. Location and point of contact.
- d. If field exercise, will requesting unit provide chow/billeting?

3. Equipment Support Request Letter. A request letter for tactical equipment support should include the following information:

- a. Requesting unit.
- b. Requester (S-4 submitting request).
- c. Point of Contact.
- d. Point of Contact phone number.
- e. Operation being supported.
- f. Report to (Bldg #, Grid coordinate, TLZ, etc.).
- g. Destination (Bldg #, Grid coordinate, TLZ, etc.).
- h. Report time/Date (0000/yymmdd).
- i. Return time/Date (0000/yymmdd).
- j. Cargo description (list dimensions in inches).
 - (1) Length.
 - (2) Width.
 - (3) Height.
 - (4) Quantity.
 - (5) Weight.
- k. Request Asset Description/Quantity.
- l. Special instructions.

4. Contingency, Training and Equipment Pool (CTEP) Temporary Loans. Requests for temporary loan of CTEP equipment will be in accordance with FSSGO 4400.18_ and will be submitted via the Commanding General (AC/S, Logistics).

2405 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

2405. DISPOSITION INSTRUCTIONS. Controlled items will be managed per MCO P4400.82. Request for disposition instructions (WIR) will be submitted to the Commanding General (AC/S Logistics). Additionally, document numbers for requisitioning controlled items may be requested telephonically by contacting the Commanding General, (AC/S Logistics).

2406. ARMORY MANAGEMENT AND CONTROL OF SERIALIZED SMALL ARMS.
Armory management aboard MCB is governed by BO P8000.3_. Serialized control of small arms will be accomplished in accordance with the directions in MCO 8300.1.

2407. WAREHOUSING PROCEDURES. Warehousing at Marine Corps Base will be in accordance with MCO P4400.7_.

2408. PERSONAL EFFECTS PROCEDURES. Personal effects shall be in accordance with MCO P4050.38B.